

- 1. If not on the Home screen touch the Menu key
- 2. Touch the Utility icon
- 3. Touch Administrator Settings
- 4. Enter **Password** (default is **12345678**) and touch **OK**



5. Touch User Authentication/Account Track



6. Touch General Settings



TO PLACE A SERVICE CALL OR ORDER SUPPLIES: CALL 800.847.3098 AND PROVIDE LOCATION AND SERIAL OR ID NUMBER OF THE DEVICE



## Konica Enable Account Track

7. Touch Account Track

- 8. Touch ON
- 9. Touch OK





- Touch the button for the desired setting. Bookmark Administrator Settings > User Auth/Account Track > General Settings Display Keypad Job Setting User Authentication 0FF Utility Account Name & Password . Administrator Settings Password Only . Account Track User Authentication/ Account Track Account Track Password Only .... General Settings ↑ 1/2 ↓ 09/19/2014 20:21 0K
- 10. Touch Account Track Input Method
- 11. Touch **Password Only** (Account Name & Password selection is also available)
- 12. Touch **OK**
- 13. When prompted *"Are you sure you want to clear all data?"*, press **Yes**
- 14. Touch **OK** and you will get a message indicating that the data is being processed
- 15. Touch **OK** three times to close out

TO PLACE A SERVICE CALL OR ORDER SUPPLIES: CALL 800.847.3098 AND PROVIDE LOCATION AND SERIAL OR ID NUMBER OF THE DEVICE